



# City of Morgan Hill Employment Application

Human Resources Office, 17555 Peak Avenue, Morgan Hill, CA 95037

Office: (408)779-7278 Job Hotline: (408)779-7276 TDD: (408)776-7381

[www.morganhill.ca.gov](http://www.morganhill.ca.gov)

Office Use Only:

Date Received:

By:

## Instructions to Applicants:

1. A separate application is required for each position for which you apply.
2. Type or print in ink. Incomplete or illegible applications *will not* be considered
3. Inform the Human Resources Office of any change of address; otherwise you may lose your opportunity for employment.
4. Materials submitted with the application *will not* be returned.
5. The application **MUST** be completed. A resume *will not* be accepted instead of the completed application.
6. Applicants with disabilities: If you need assistance in the application process, please contact the Human Resources Office as soon as possible.

## PERSONAL INFORMATION

Position Applying For : \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First M.I.

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Day Phone: ( ) \_\_\_\_\_ Other Phone: ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Are you over 18? ☐ Yes ☐ No If No, can you submit a work permit if hired? ☐ Yes ☐ No

Police Officer applicants only: What is your date of birth? \_\_\_\_\_

Are you a U.S. citizen or do you have the right to work permanently in the U.S.? ☐ Yes ☐ No

(If hired, you will be required to submit verification of your legal right to work in the U.S.)

Languages you speak fluently other than English: \_\_\_\_\_

Were you referred to this job opening by a current City of Morgan Hill employee? ☐ Yes ☐ No

(if yes, state whom): \_\_\_\_\_

### Please answer the following questions. "Yes" answers are not necessarily disqualifying.

	Yes/No	Explain:
Have you ever been convicted of any offense other than a driving violation or convictions that are over two years old as of the date of this application for violations of H&S Codes 11357, 11360, 11364, 11365, or 11550 as these statutes relate to marijuana? You are not required to make disclosures prohibited by the Labor Code. <b>If yes, list offense and date here.</b>		
Have you ever been convicted of reckless driving or driving under the influence of alcohol/drugs OR has your driver's license ever been suspended or revoked? <b>If yes, list offense and conviction date here.</b>		
Were you ever discharged from employment or forced to resign? <b>If yes, explain.</b>		
Are you now or have you ever been employed by the City of Morgan Hill? Do you have a relative who is an official or employee of the City of Morgan Hill? <b>If yes, explain.</b>		

## EDUCATION AND TRAINING

Name and location (City/State) of High School:	Highest grade completed: _____	
	Do you have a High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Do you have a GED?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name & location (City/State) of College or University:	Major Subjects:	
	Units: _____ Sem/Qtr _____	Degree: _____
Name & location (City/State) of College or University:	Major Subjects:	
	Units: _____ Sem/Qtr _____	Degree: _____
Name & location (City/State) of College or University:	Major Subjects:	
	Units: _____ Sem/Qtr _____	Degree: _____

*(Use additional sheets if necessary)*

Name & location (City/State) of Trade/Technical School:	Course Studied:	Duration:	Completed?
Name & location (City/State) of Trade/Technical School:	Course Studied:	Duration:	Completed?
Name & location (City/State) of Trade/Technical School:	Course Studied:	Duration:	Completed?

*(Use additional sheets if necessary)*

Licenses or Certificates that relate to this position (attach copies):	Computer Literacy: List software that you are proficient in using.

## WORK EXPERIENCE

<p><b>Do not indicate “SEE RESUME” - this section must be completed.</b> Starting with your <b>most recent</b> experience, list all jobs for the last 10 years and explain any time periods in which you were unemployed. If you have relevant experience and it is more than 10 years old, be sure to document it also. List each change in title or promotion separately. List all paid, volunteer, part-time and internship experience: it will be prorated to a full time equivalent. Use additional sheets if necessary.</p>		
<b>Dates of Employment</b> <b>From: Mo/Yr</b> _____ <b>To: Mo/Yr</b> _____	<b>Name &amp; Address of Employer:</b>	<b>Type of Business:</b>
		<b>Job Title:</b>
<b>Hours Per Week:</b>	<b>Supervisor's name, title &amp; phone:</b>	
<b># Supervised:</b>		
<b>Final Salary:</b> (per yr., mo., wk., hr.)  \$ _____ per	<b>Duties:</b>	
<b>Reason for Leaving:</b>		

<b>Dates of Employment</b> <b>From: Mo/Yr</b> _____ <b>To: Mo/Yr</b> _____	<b>Name &amp; Address of Employer:</b>  	<b>Type of Business:</b>
		<b>Job Title:</b>
Hours Per Week:	Supervisor's name, title & phone:	
# Supervised:		
Final Salary: (per yr., mo., wk., hr.)  \$ _____ per	Duties:	
Reason for Leaving:		
<b>Dates of Employment</b> <b>From: Mo/Yr</b> _____ <b>To: Mo/Yr</b> _____	<b>Name &amp; Address of Employer:</b>  	<b>Type of Business:</b>
		<b>Job Title:</b>
Hours Per Week:	Supervisor's name, title & phone:	
# Supervised:		
Final Salary: (per yr., mo., wk., hr.)  \$ _____ per	Duties:	
Reason for Leaving:		
<b>Dates of Employment</b> <b>From: Mo/Yr</b> _____ <b>To: Mo/Yr</b> _____	<b>Name &amp; Address of Employer:</b>  	<b>Type of Business:</b>
		<b>Job Title:</b>
Hours Per Week:	Supervisor's name, title & phone:	
# Supervised:		
Final Salary: (per yr., mo., wk., hr.)  \$ _____ per	Duties:	
Reason for Leaving:		

**CERTIFICATION OF APPLICANT:** I hereby certify that the information contained in this application for employment is true and complete to the best of my knowledge. I understand that any misrepresentation or deliberate omission of a material fact in my application may disqualify me from the application process or terminate my employment. I agree to undergo a job related physical examination by a City physician, including drug testing, fingerprinting and background check, if offered employment. I authorize the employers, schools or persons named in my application documents to give any additional information regarding my qualifications and character, and release them from any liability for any damages whatsoever for issuing this information to the extent permitted by law. I further understand that all application materials provided become public record and property of the City and will not be returned. Public records are required by law to be made available during normal business hours to any person, including the news media.

---

**Signature (Required)**

---

**Date**